

## **JOB ANNOUNCEMENT**

**TYPE OF POSITION:** Full-Time Paralegal Specialist, Judicial Chambers

**POSITION AVAILABLE:** May 27, 2008

**LOCATION:** U.S. Court of Appeals for the Armed Forces  
450 E Street, N.W.  
Washington, DC 20442-0001

**DESCRIPTION OF ORGANIZATION:** The United States Court of Appeals for the Armed Forces exercises world-wide appellate jurisdiction over members of the armed forces on active duty and other persons subject to the Uniform Code of Military Justice. The Court is composed of five civilian judges appointed for 15-year terms by the President with the advice and consent of the Senate.

Cases on the Court's docket address a broad range of legal issues, including constitutional law, criminal law, evidence, criminal procedure, ethics, administrative law, and national security law. Decisions by the Court are subject to direct review by the Supreme Court of the United States.

**YEAR OF CANDIDATE:** Second or Third year evening student.

### **RESPONSIBILITIES:**

- Assist in clerical responsibilities and managing case flow in judicial chambers, including word processing, filing and data entry.
- Proofreading and technical review of draft memoranda and opinions.
- Some legal research and writing assignments.

### **QUALIFICATIONS/REQUIREMENTS:**

- Completion of at least one evening year of law school or prior paralegal experience.
- Excellent legal research and word processing skills.
- Excellent communication and interpersonal skills.
- General office experience preferred, but not required.
- Due to the nature of cases that are before the Court, applicant will be subject to strict confidentiality requirements. In addition, employment is contingent upon the satisfactory completion of a background records check.

### **JOB DURATION:**

- Annual appointment, subject to renewal until graduation.
- **NOTE:** This is an excepted service "at will" position assigned to a Judicial Chambers.

**SALARY:**

- GS-0986-09 - \$48,108 salary per annum (includes locality pay).
- Full Federal Benefits to include medical insurance, sick leave and vacation time.

**APPLICATION PROCESS:**

- Candidates should submit: (1) a brief cover letter; the cover letter should note the position for which the candidate is applying; (2) a resume; (3) a law school transcript or transcript from most recent school attended (a photocopy is acceptable); (4) two letters of recommendation from faculty members or employers familiar with the candidate's legal work; and (5) a writing sample.
- Please submit applications via U.S. mail or a commercial delivery service. Materials submitted via fax or e-mail will not be accepted.

**DEADLINE FOR APPLICATION:** Open until filled.

**CONTACT PERSON:** Submit applications and direct questions to:

Ms. Tracy Sequenzia  
U.S. Court of Appeals for the Armed Forces  
P.O. Box 1692  
Falls Church, VA 22041  
(202)761-1458